



Certified Business Enterprise Program

Department of Small and Local
Business Development



The Department of Small and Local Business Development (DSLBD)

- The Department consists of five divisions:
 - Business Opportunities & Access to Capital Division
 - Commercial Revitalization Division
 - Training and Education Division
 - Certification Division
 - DC-Procurement Technical Assistance Center (DC-PTAC)



How the Certified Business Enterprise (CBE) Program Works

- CBE Program works as a collaboration between two entities:
 - DSLBD Certification Division
 - Small and Local Business Opportunity Commission (SLBOC)



DSLBD Certification Division

- Responsible for reviewing, processing, approving, or denying applications for certification as a:
 - Local Business Enterprise;
 - Small Business Enterprise;
 - Disadvantaged Business Enterprise;
 - Resident-Owned Business Enterprise;
 - Local Business Enterprise with its principal office located in an Enterprise Zone;
 - Longtime Resident Business;
 - Veteran-owned Business Enterprise; or
 - Local Manufacturing Business Enterprise.
- Makes weekly certification determinations

DSLBD Certification Division

- CBE Certification provides contracting preference for local businesses seeking contracting opportunities with DC Government
- Within the CBE Certification Program, DSLBD also provides local business certifications for the following:
 - Joint Venture Certification
 - Street Vendor Certification

Small and Local Business Opportunity Commission

- Nine-member commission appointed by the Mayor
 - One commissioner is appointed from each of the District's eight wards and One At-Large Member, who serves as Chair.
- Commissioners meet monthly
- Commissioners shall:
 - Hear all requested appeals by business owners denied certification by DSLBD
 - Perform regular audits of the Department's certification process
 - Repeal and suspend the certification of CBEs

Certification Categories & Preference

Businesses may be certified in any of the following categories.

However, 12 is the maximum number of points that can be applied toward any contract award.

- Local Business Enterprise, LBE
 - 2 points or 2% reduction
- Small Business Enterprise, SBE
 - 3 points or 3% reduction
- Disadvantaged Business Enterprise, DBE
 - 2 points or 2% reduction
- Resident-Owned Business, ROB
 - 5 points or 5% reduction
- Enterprise Zone, DZE
 - 2 points or 2% reduction
- Longtime Resident Business, LRB
 - 5 points or 5% reduction
- Veteran-owned Business, VOB
 - 2 points
- Local Manufacturing Business
 - 2 points



Applying Preference for CBEs

- Preference is applied in all competitive procurement situations
 - Set-aside procurements
 - Open market procurements
- In evaluating requests for bids (RFB), contracting personnel apply a **percentage reduction in price** according to CBE designation
- In evaluating requests for proposals (RFP), contracting personnel **apply points to proposal evaluations** according to CBE designation

Local Business Enterprise Definition

- Principal office physically located (headquartered) in the District
- Chief executive officer and highest level managerial employees maintain their offices and perform their managerial functions in the District
- Meets one of these four criteria:
 - More than 50% of the assets, excluding bank accounts, are located in the District;
 - More than 50% of the employees are residents of the District;
 - The owners of more than 50% of the business enterprise are residents of the District; or
 - More than 50% of the total sales or other revenues are derived from transactions in the District
- Is properly licensed under DC law
- Is subject to DC taxes (income and franchise taxes), or
- Is the type of business identified in D.C. Official Code §47-1808.01 (1) through (5) and more than 50% of the business is owned by District residents

Principal Office Definition

- Primary office based upon the totality of the business activities in which routine and essential business functions occur, such as:
 - Bookkeeping and recordkeeping
 - Payroll maintenance
 - Receipt of business telephone calls
 - Receipt of correspondence
 - Storing of books and records
 - Directing, controlling, and coordinating activities and policies by officers, principals, and managers

Principal Office Definition (continued)

- In order to be considered a principal office
 - Applicant must own or lease office for 12 months
 - If the applicant owns or leases other locations, the applicant shall have no more employees reporting to or working from any single location outside of the District than the employees working from principal office.
 - Signs or printed material must indicate that the office located in the principal office

Small Business Enterprise Definition

- Is a local business enterprise
- Is independently owned, operated, and controlled
- Is either:
 - Certified by the U.S. Small Business Administration as a small business concern under the Small Business Act; or
 - Has average annualized gross receipts for prior 3 years not exceeding the following limits:

– Construction, Heavy (Street and Highways, Bridges, etc.)	\$23M
– Construction, Building (General Construction, etc.)	\$21M
– Construction, Specialty Trades	\$13M
– Goods & Equipment	\$20M
– General Services	\$19M
– Professional Services, Personal Services (Hotel, Beauty, Laundry, etc.)	\$5M
– Professional Services, Business Services	\$10M
– Professional Services, Health & Legal Services	\$10M
– Professional Services, Health Facilities Management	\$19M
– Manufacturing Services	\$10M
– Transportation & Hauling Services	\$13M
– Financial Institutions	\$300M

Disadvantaged Business Enterprise Definition

- Is a local business enterprise and
- Owned, operated, and controlled by economically disadvantaged individuals
 - An individual whose ability to compete in the free market system is impaired because of diminished opportunities to obtain capital and credit as compared to others in the same line of business where such impairment is related to the individual's status as socially disadvantaged.
 - An individual is socially disadvantaged if the individual has reason to believe that the individual has been subjected to prejudice or bias because of his or her identity as a member of a group without regards to his or her qualities as an individual.

Resident Owned Business Definition

- Is a local business enterprise
- Is owned by individual who is, or majority of individuals who are, subject to personal income tax in the District

Local Business with Principle Office Located in an Enterprise Zone Definition

- Is a local business enterprise
- Principal offices are located in designated enterprise zones in the District
 - Enterprise Zones are areas of the city that are targeted by law for increased economic development activity

Longtime Resident Business Definition

- Is a local business enterprise
- Continuously eligible for certification as a local business enterprise for 20 consecutive years
- **or** a small business enterprise continuously eligible for certification as a local business enterprise for 15 consecutive years

Veteran-owned Business Definition

- Is a local business enterprise;
- Meets the definition of a small business enterprise;
- Is not less than 51% owned and operated by one or more veterans (as defined in 38 U.S.C.101 (2)); Veteran means a person who served in the active military, naval, or air service, and who was discharged or released therefore under conditions other than dishonorable;
- In the case of any publicly owned business, not less than 51% of the stock which is owned by one or more veterans; and
- One or more veterans control the management and daily operations

Local Manufacturing Business Definition

- Is a local business enterprise;
- Makes a product through a process involving raw materials, components, or assemblies, usually on a large scale with different operations divided among different workers;
- Has an annual revenue of \$2 million or more in the manufactured product;

Checklists of Required Documents (1 of 5)

Sole Proprietorship:

- Affidavit (Notarized)
- Business, professional and/or trade license(s)
- Certificate of occupancy or home occupancy permit
- Current Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Company capability statement, including a brief description of products or services
- District or state and federal tax returns, last three years, and all schedules (signed)
- Dun & Bradstreet Number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than 90 days)
- Current lease or deed for business site (signed)
- Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Proof of citizenship (e.g. birth certificate, passport or permanent resident card)
- Proof of residency (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)
- Resumes of key personnel

Checklists of Required Documents (2 of 5)

Partnership:

- Affidavit (Notarized)
- Company capability statement, including a brief description of products or services
- Business, professional and/or trade license(s)
- Current Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Current Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs
- Certificate of occupancy or home occupancy permit
- District or state and federal tax returns for each partner, or Business Partnership Tax Returns, last three years, and all schedules (signed)
- Dun & Bradstreet Number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than 90 days)
- Current Lease or deed for business site (signed)
- Partnership agreement, buy-out rights and profit sharing agreement
- Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Proof of citizenship (e.g. birth certificate, passport or permanent resident card—submit only one)
- Proof of residency (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)
- Resume for each partner

Checklists of Required Documents (3 of 5)

Corporation:

- Affidavit (Notarized)
- Articles of incorporation
- Business, professional and/or trade license(s)
- By-laws of corporation and any amendments
- Certificate of incorporation
- Certificate of occupancy or home occupancy permit
- Company capability statement, including a brief description of products or services
- District or state and federal tax returns, last three years, and all schedules (signed)
- Copy of each stock certificate issued (front and back) and stock ledger
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than 90 days)
- Dun & Bradstreet number (DUNS)
- Current lease or deed for business site (signed)
- Minutes of first and most recent organizational meeting
- Current Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Current Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs
- Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel
- Proof of citizenship of principal owner(s) (e.g. birth certificate, copy of passport, or permanent resident card)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID and copy of current residential utility bill or voter registration card)

Checklists of Required Documents (4 of 5)

Limited Liability Corporation (LLC):

- Affidavit (Notarized)
- Articles of organization
- Operating agreement
- Business, professional and/or trade license(s)
- Certificate of organization
- Certificate of occupancy or home occupancy permit
- Company capability statement, including a brief description of products or services
- District or state and federal tax returns, last three years, and all schedules (signed)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than 90 days)
- Dun & Bradstreet number (DUNS)
- Lease or deed for business site (signed)
- Minutes of first and most recent organizational meeting
- Current Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Current Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs
- Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel
- Proof of citizenship of principal owner(s) (e.g. birth certificate, copy of passport, or permanent resident card)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)

Checklists of Required Documents (5 of 5)

Disadvantaged Business Enterprise (DBE):

- DBE Form (Notarized)
- DBE Narrative Letter (on letterhead, signed and dated)
- Submit personal District or state and federal tax returns for the last year (signed)
- Personal Financial Statement

Resident Owned Business (ROB):

- Residential lease or deed
- Submit personal District or state and federal tax returns for the last year (signed)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)

Local Business with a Principal Offices Located within an Enterprise Zone (DZE):

- Verification from the Enterprise Zone Finder Map (please verify at <http://dslbd.dc.gov>)

Longtime Resident Business (LRB):

- Business which has been continuously eligible for certification as a local business enterprise for twenty (20) consecutive years, or a small business which has been continuously eligible for certification as a local business for fifteen (15) years
- Submit Twenty (20) or Fifteen (15) years of District tax returns as proof of continuous eligibility

Veteran Owned Business (VOB):

- Submit DD Form 214 Certificate of Release or Discharge from Active Duty

All Businesses Less Than One Year Old:

- Business Plan
- Proof of capital injection (e.g. current bank statement)

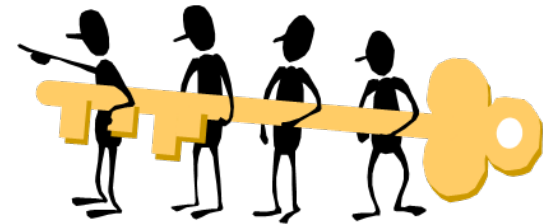
Revised 2/4/2011



DSLBD Certification Team

202-727-3900

- Melissa Resil (Interim Certification Manager)
- Yolanda Roy (Intake Specialist)
- Monica McCall-Matey (Certification Specialist)
- Makita Haynes (Certification Specialist)
- Corey Beasley (Certification Specialist)



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Department of Small and Local Business Development

About DSLBD

Doing Business in the District

Business Resources

Training & Education

Commercial Revitalization

Featured Programs

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Certify Your Business

Register for Training

DC-PTAC

Business Opportunities

e-BIC

Incentives MAP

DC Procurement Technical Assistance Center



DSLBD Highlights

Doing Business in the District

DSLBD offers a variety of programs and resources. [\(more\)](#)

Commercial Revitalization

Supports the revitalization of DC's neighborhood commercial districts and small businesses. [\(more\)](#)

Training and Education

Provides DC entrepreneurs with training, workshops, and consulting. [\(more\)](#)

DSLBD
DC Department of Small & Local Business Development

Department of Small and Local Business Development

Office Hours
Monday through Friday, 8:30 am to 5:00 pm

How to Reach Us
441 4th Street NW, 970 North Washington, DC 20001
dslbd@dc.gov

Phone: (202) 727-3900
Fax: (202) 724-3786
TTY: (202) 727-3900

[FOIA Information](#)
[Agency Performance](#)

Website: <http://dslbd.dc.gov>

 **Antonio Hunter**
Acting Director
[Ask the Agency](#)

Featured News

- 02/03/2011 DSLBD Announces NOFA for Business Development and Assessment Service for Women-Owned Businesses
- 02/03/2011 DSLBD Solicits Applications for Georgia Ave. Clean Team Program
- 02/03/2011 DSLBD Announces NOFA for Logan Circle and U Street, NW Commercial Corridor-Wide Business Needs

Internet | 100%

The screenshot shows a Windows XP desktop with the Start button and taskbar. The Internet Explorer browser window is open to the URL <http://dslbd.dc.gov/DC/DSLBD/Doing+Business+in+the+District/Certify+Your+Business>. The browser's address bar shows the URL, and the page title is "Certify Your Business - Windows Internet Explorer".

The webpage content includes the District of Columbia logo and the text "THE DISTRICT OF COLUMBIA 'One City, One Government, One Voice'". A banner for Mayor Vincent C. Gray is visible. The navigation menu includes links for "311 Online", "District Residents", "Businesses", "Visitors", "Media", and "Online Services". The main content area is titled "Department of Small and Local Business Development" and "Certify Your Business". It contains a "Register" button and a "Log In" button. A red arrow points to the "Register" button.

The left sidebar contains links for "About DSLBD", "Doing Business in the District", "Business Resources", "Training & Education", and "Commercial Revitalization". Below these links is the DSLBD logo and contact information for the Department of Small and Local Business Development, including office hours, address, and phone/fax numbers.

The right sidebar contains a "Share" button and a "Text Size" selector. The main content area also includes a "NOTE" about walk-in consultations and a list of links for business resources.

start

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Company Registration - Windows Internet Explorer

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Company Registration

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CBE Business Online [? Help](#)

Registration

Complete the information below and select **Submit** to create your username and password. Your information is protected by our secure site and will only be used for application purposes. Only one registration is allowed per company. You should **frequently monitor the email address you provide** for important correspondences from the Department of Small and Local Business Development.

<p>Company Information</p> <p>Company Name:* <input type="text"/></p> <p>FEIN/SSN Number:* <input type="text"/></p> <p>Business Phone:* <input type="text"/> - <input type="text"/> - <input type="text"/> <small>For internal DSLBD use only</small></p> <p>Website: <input type="text"/></p> <p>Public Contact Information</p> <p><small>Note: Information below will be displayed on the public website. Please keep the email you register with on file, it will be needed for all future communication and to reset your password.</small></p> <p>First Name:* <input type="text"/></p> <p>Last Name:* <input type="text"/></p> <p>Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext.: <input type="text"/></p> <p>Email:* <input type="text"/></p> <p>Username:* <input type="text"/></p> <p>Password:* <input type="text"/></p> <p><small>(Enter 5 to 25 characters, case-sensitive)</small></p> <p>Confirm Password:* <input type="text"/></p>	<p>Business Location Address</p> <p>Address 1:* <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City:* <input type="text"/></p> <p>State:* <input type="text" value="District of Columbia"/></p> <p>Zip Code:* <input type="text"/> - <input type="text"/></p> <p>Mailing Address <input type="checkbox"/> <small>Check, if same as Business Location Address</small></p> <p>Address 1:* <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City:* <input type="text"/></p> <p>State:* <input type="text" value="District of Columbia"/></p> <p>Zip Code:* <input type="text"/> - <input type="text"/></p>
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Done Internet 100%

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After **submitting** registration the system will email you your username and password.



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Create New CBE Application

Terms & Conditions

On behalf of the business identified below, the undersigned understands and/or agrees to the following:

- A. This Certification application is being submitted pursuant to the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, (D.C. Law 16-33; D.C. Official Code § 2-218.01 et seq), and applicable regulations;
- B. All supporting documents, if not submitted with this application, will be provided directly to the Department of Small and Local Business Development (DSLBD). Failure to submit all required documentation, within five (5) business days, could result in the rejection of this application;
- C. The business will cooperate with the DSLBD during the Certification process and, if required by the DSLBD, will allow site inspections, access to records, and/or discussions with representatives of the business in order to assist the applicant in fulfilling the application requirements;
- D. Any change in information submitted with this application that could affect the eligibility if the business for Certification will be timely reported to the DSLBD; and
- E. The District of Columbia's Office of the Attorney General may bring civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers, or principals thereof that is reasonably believed to have obtained Certification by fraud or deceit or to have willfully furnished substantially inaccurate or incomplete information to the DSLBD. A business enterprise or individual found guilty in such a proceeding shall be subject to a civil penalty of not more than \$100,000.

☒ I Agree to the terms above
☐ I Disagree with the terms above

Did you attend an orientation on the CBE program? If yes, please provide the date. 2/14/2011

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CBE Application Checklist

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Create New CBE Application Application Checklist

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Business Structure* ☐ Corporation ☒ Limited Liability Corporation ☐ Partnership ☐ Sole Proprietorship

Indicate the CBE status for which you are applying* (Choose all that apply. At least one must be selected)

☒ Local Business Enterprise (LBE) ☒ Small Business Enterprise (SBE)

☒ Disadvantaged Business Enterprise (DBE) ☒ Development Enterprise Zone (DZE)

☐ Longtime Resident Business (LRB) ☐ Resident Owned Business (ROB)

☐ Veteran-Owned Business (VOB) ☐ Local-Manufacturing Business Enterprise (LME)

Business Established* Date Business Established* 01 / 23 / 1974 mm dd yyyy

Show Checklist

☐ I Agree to submit the documents above

☐ I Disagree to submit the documents above

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Application Checklist

Modify Criteria

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- o Affidavit
- o Current financial statement - Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than 90 days)
- o District or state and federal tax returns, last three years, and all schedules (signed)
- o Articles of organization
- o Certificate of organization
- o Business, professional and/or trade license(s) (if applicable)
- o Most recent Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- o Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- o Certificate of occupancy or home occupancy permit
- o Lease or deed for business site (signed)
- o Company capability statement, including a brief description of products or services
- o Operating agreement
- o List of Current Employees (including name and home address for each employee)
- o Resumes of key personnel
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- o Dun & Bradstreet number (DUNS)
- o DBE Form
- o DBE Narrative Letter (on letterhead, signed and dated)
- o Submit personal District or state and federal tax returns for the last year (signed)
- o Verification from the Enterprise Zone Finder Map (please verify at <http://dsldb.dc.gov>)

☐ I Agree to submit the documents above

☐ I Disagree to submit the documents above

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CBE Application Details - Windows Internet Explorer

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CBE Application Details

CBE Business Online

Application Details Screen - Lemons For Life - Certification, Data Entry Print Log Out Yolanda Roy

Enter the application data by completing the steps below. To move between screens, use the **Previous** and **Save & Continue** buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist item  Save & Continue >>

Fields marked with an asterisk (*) are required.


Indicate the CBE status for which you are applying* (Choose all that apply. At least one must be selected)	<input checked="" type="checkbox"/> Local Business Enterprise (LBE)	<input checked="" type="checkbox"/> Small Business Enterprise (SBE)
	<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/> Development Enterprise Zone (DZE)
	<input type="checkbox"/> Longtime Resident Business (LRB)	<input type="checkbox"/> Resident Owned Business (ROB)
	<input type="checkbox"/> Veteran-Owned Business (VOB)	<input type="checkbox"/> Local-Manufacturing Business Enterprise (LME)


Business Structure* ☐ Corporation ☒ Limited Liability Corporation ☐ Partnership ☐ Sole Proprietorship

Business Identifier* Federal Employer ID (FEIN) 283733340 Business Name* Lemons For Life

Business Location Address* Street Address 1* 441 4TH STREET NW Street Address 2: City* WASHINGTON State* District of Columbia Zip Code* 20001 -

Business Contact Information Business Phone* 202 333 3333 Business Fax: Business Email Address: Business Website Address:

 **Principal Contact*** First Name* Mickey Last Name* Mouse Title* CEO Phone* 202 333 3333 Email Address* mmouse@mm.com

 **Secondary Contact** First Name: Minnie Last Name: Mouse Title: Manager Phone: 202 333 3133 Email Address: mimouse@mm.com

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Address: http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx Web Search

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Application Details Screen - Lemons For Life - Certification, Data Entry

Enter the application data by completing the steps below. To move between screens, use the Previous and Save & Continue buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to Submit Final Application until all the required fields are filled out.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items

Print Log Out Yolanda Roy

Fields marked with an asterisk (*) are required.

Business Established* Date Business Established* 01 / 23 / 1974
mm dd yyyy

Primary Business Activity*
(if diversified, percent of each adding up to a total of 100%)

% Consultant/Professional Service Provider
% Manufacturer
% Wholesaler
% Service Provider
% Real Estate Developer/Construction Manager

% Construction/Contracting
% Distributor
% Retail Service Provider
% Financial Institution
% Other (Please describe)

Other Business Identifiers

Dun & Bradstreet No.*
Contact (800) 333-0505 for assistance

Local Unemployment Compensation No:
Contact (202) 698-7550 for assistance

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Address http://lsdbe.dsldb.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2fstapps.aspx Go 10:39 AM Monday 2/14/2011

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

What is the value of the total fixed (excluding cash or liquid) assets of the business enterprise, and the value and percentage of fixed assets located in the District of Columbia? (Amounts should coincide with Fixed Asset Inventory submitted).

Total Assets:
 Total Fixed Assets:
 Fixed Assets in DC:
 Percentage of Fixed Assets in DC:

Enter gross revenues for the last three years (if applicable)

Year	Revenue	Average: \$0.00
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	

Sources of Business Revenue (if applicable)

Source of Revenue	Revenue	% of Total Revenues	Last Fiscal Year: <input type="text"/>
DC Government Contracts Prime	\$ <input type="text"/>		
DC Government Contracts Sub	\$ <input type="text"/>		
Federal Government Contracts Prime	\$ <input type="text"/>		
Federal Government Contracts Sub	\$ <input type="text"/>		
Private Sector	\$ <input type="text"/>		
Other State or Local Contracts	\$ <input type="text"/>		
	\$0.00	100 %	

Description of Other Sources:

Enter the last three contracts awarded and performed (if applicable)

Name of Contract	Prime/Sub Contractor	Services Provided	Amount	Date Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Save & Continue >>

Fields marked with an asterisk (*) are required.

Describe the business' primary line, trade, or service:*(2000 characters maximum)

Briefly describe any specialties:*(250 characters maximum)

Select applicable National Institute of Government Purchasing (NIGP) Commodity Codes business:*

No selected NIGP codes

Edit NIGP Code(s)

Select applicable Trade Divisions for this business:

No selected Trade Divisions

Edit Trade Division(s)

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NIGP Commodity Codes*

To select a NIGP code for your company, enter a keyword (or partial keyword) in the "NIGP Description Word Search" field or enter a numeric commodity code (or code prefix) in the "NIGP Commodity Code Search" field. Select the Help icon above for advanced search information.

NIGP Description Search

NIGP Code Search

Format: 999-99-99

To perform an exact search, type word(s) within quotes (i.e. "Resin Bond"). To perform a multi-word search, please input a space between each word.

Available NIGP Codes (check all that apply)

NIGP Code	Description
<input type="checkbox"/> 445-12-77	SCRAPERS, WALL/PAINTER
<input type="checkbox"/> 635-14-00	Drop Cloths, Hoods and Mitts, Painter's
<input type="checkbox"/> 635-14-18	DROP CLOTHS, PAINTERS
<input type="checkbox"/> 635-14-37	HOODS, SPRAY, DISPOSABLE, FOR PAINTERS
<input type="checkbox"/> 635-14-42	MITTS, PAINTERS, HAND, W/PROTECTIVE LINER
<input type="checkbox"/> 635-47-78	TOOLS, CORNER, PAINTER'S

Selected NIGP Codes

NIGP Code	Description
-----------	-------------

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NIGP Description Word Search

NIGP Code Search

Format: 999-99-99

To perform an exact search, type word(s) within quotes (i.e. "Resin Bond"). To perform a multi-word search, please input a space between each word.

Available NIGP Codes (check all that apply)

<input type="checkbox"/> NIGP Code	Description
<input checked="" type="checkbox"/> 910-06-00	Carpentry Maintenance and Repair Services
<input checked="" type="checkbox"/> 914-27-00	Carpentry

Selected NIGP Codes

<input type="checkbox"/> NIGP Code	Description
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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Enter business and office equipment, vehicles and storage locations

Equipment / Vehicle Name:* Ford Escape
(Owned or Leased)

Storage Location of Equipment / Vehicle:* 1808 9th Street, NW

Add

Equipment & Vehicles (Owned and/or Leased)	Storage Location of Equipment and Vehicles	Update	Delete
Ford Escape	1808 9th Street, NW		

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Enter all operating facilities or other office locations including storage/warehouse facilities

Facility:*

Street Address 1:* Street Address 2:

City:* State:* District of Columbia Zip Code:* -

Facilities	Address	Update	Delete
No results found.			

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Step: **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items

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Fields marked with an asterisk (*) are required.

List the total number of employees, and corresponding number of employees who are residents of the District of Columbia and on payroll with the enterprise for the three preceding years.*

	Year 1	Year 2	Year 3
Year:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Full-Time Employees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Part-Time Employees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of D.C. Resident Full-Time Employees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of D.C. Resident Part-Time Employees:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Number of Employees:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Number of D.C. Resident Employees:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Identify all original and current owners/stockholders of the business*
(At least one owner must be added)

First Name:* Last Name:* ☒ US citizen ☐ LPR

Home Address 1:* Home Address 2:

City:* State:* Zip Code:* - Ward:

Home Phone: - - Number of Shares: Percentage of Ownership:* %

Initial Capital Injection: \$ Class of Stock Issued:

Place of birth: Proof of Citizenship:*

Gender: Race: LGBT:

Disabled: Veteran:

Principal Owner	Owner Name	Home Address	Home Phone	# Shares	% Owner	Update	Delete
No results found.							

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

List all members of the board of directors

Director First Name:* Director Last Name:*

Title:* Home Phone: Appointed: mm dd yyyy

Home Address 1:* Home Address 2:*

City:* State:* District of Columbia Zip Code:* -

Add

Director Name	Home Address	Home Phone	Title	Date Appointed	Update	Delete
No results found.						

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

List all corporate officers and key personnel

First Name:* Last Name:*

Operational Function:* Home Phone: Appointed: mm dd yyyy

Home Address 1:* Home Address 2:

City:* State:* District of Columbia Zip Code:* -

Add

Corporate Officers/Key Personnel	Home Address	Home Phone	Operational Function	Date Appointed	Update	Delete
No results found.						

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

Bonding Information
(if applicable)

Bonding Company Name: Bonding Limit \$:

Street Address 1: Street Address 2:

City: State: Zip Code: -

Business Phone: - - Business Fax: - -

Contact Person:

Bonding Specialties
(if any)

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Banking

Insurance Information:*

Insurance Company Name:* Contact Person:*

Insurance Type:* Property/Liability Limits \$:*

Street Address 1:* Street Address 2:

City:* State:* District of Columbia Zip Code:* -

Business Phone:* Business Fax: - -

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Business Banking Information:*

Primary Bank:* Contact Person:*

Street Address 1:* Street Address 2:

City:* State:* District of Columbia Zip Code:* -

Business Phone:* - - Business Fax: - -

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Fields marked with an asterisk (*) are required.

Taxes Paid

	Current Year-to-Date:	Last Fiscal Year:
Arena	\$	\$
Ballpark Sales	\$	\$
Corporate	\$	\$
Fuel	\$	\$
Other	\$	\$
Personal Property	\$	\$
Real Estate	\$	\$
Sales	\$	\$
Unemployment	\$	\$
Total Amount	\$ 0.00	\$ 0.00

Enter total amount of taxes paid to DC government.*
(Specify type of taxes paid in the current and previous tax year - if applicable)

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Classification of Work Categories for CBE Enterprise Program*
(Check all that apply. At least one must be selected)

- ☐ Construction Services | Building Construction (\$21M) | General Contractors
- ☐ Construction Services | Building Construction (\$21M) | Electrical
- ☐ Construction Services | Specialty Trades (\$13M) | Airport Runway Friction Testing
- ☐ Construction Services | Specialty Trades (\$13M) | Carpentry
- ☐ Construction Services | Specialty Trades (\$13M) | Concrete
- ☐ Construction Services | Specialty Trades (\$13M) | Contractor

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Mayor's Office
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Address http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=/application/company/listapps.aspx Go 11:16 AM Monday 2/14/2011

CBE Application Details - Windows Internet Explorer

http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=/application/company/listapps.aspx Web Search

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Application Details Screen - Lemons For Life - Certification, Data Entry

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Enter the application data by completing the steps below. To move between screens, use the Previous and Save & Continue buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to Submit Final Application until all the required fields are filled out.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Enter business, professional, and/or trade license(s) if apply

License Type:* License Number:*

Authorizing Entity of Certification/Licensing:* License Expiration Date: mm dd yyyy

Add

License Type	License Number	Expiration Date	Authorizing Entity	Update	Delete
No results found.					

Back To Application List

Review checklist items << Previous Save & Continue >>

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CBE Application Details

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items

<< Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

SINCE THE DATE OF YOUR LAST CERTIFICATION/RECERTIFICATION

1. Has the business enterprise previously worked and/or is it currently working on any contracts with the District of Columbia? ☐ Yes ☐ No
If yes, please explain:

2. Does the business enterprise have any other locations related to this business (i.e., storage/warehouse)? ☐ Yes ☐ No
If yes, please explain:

3. Does the business enterprise have any other affiliated entities (e.g. parent company, subsidiary, etc.)? ☐ Yes ☐ No
If yes, please provide a copy of three years of Federal and State income taxes, and the most recent UC-30 of the affiliate(s).

4. Does the business enterprise currently hold any other certifications (e.g. SBA, MDOT, MWAA, WMATA, NMSDC, WBENC, VDOT, etc.)? ☐ Yes ☐ No
If yes, please provide the certification number and expiration date.

Certified By	Certification Number	Expiration Date
<input type="checkbox"/> SBA		
<input type="checkbox"/> MDOT		
<input type="checkbox"/> MWAA		
<input type="checkbox"/> WMATA		
<input type="checkbox"/> NMSDC		
<input type="checkbox"/> WBENC		
<input type="checkbox"/> VDOT		
<input type="checkbox"/> Other: Please Specify		

5. Do you consider your business enterprise a green business? ☐ Yes ☐ No

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Address http://dsldb.dslbd.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx Go 11:24 AM Monday 2/14/2011

Submit CBE Application - Windows Internet Explorer

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Submission & Checklist

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All the items on the Checklist tab of the application must be submitted to DSLBD within five (5) days from your submission date. Please note that in accordance with Title 27 of DCMR Section 812.1(b), "If the application is incomplete or lacks the required verification, it shall be returned to the applicant with a notice indicating the need for the additional actions or materials that are necessary in order for it to be accepted for review". Failure to provide the documents and non-response could result in the closing or denial of the application.

You have successfully completed the CBE Certification application.

Once you select the **Submit** button below, you will not be able to change any information that you entered. If you discover an error, contact a Certification Specialist at (202) 727-3900. You may return any time to print the contents of your application or to check on its status.

In addition to submitting the application, you must submit all items noted on the **application checklist** and the notarized **affidavit*** to the Department of Small and Local Business Development (DSLBD) at the address below. You may return to this site at any time to print the application checklist and affidavit.

You are applying as a Disadvantaged Business Enterprise (DBE). Please complete and submit a [Disadvantaged Business Enterprise \(DBE\) Form*](#).

Submit your Affidavit and Checklist items to:

Department of Small and Local Business Development
Attention: Certification Division
441 4th Street, NW, Suite 970N
Washington, DC 20001
Phone: (202) 727-3900 Fax: (202) 724-3786

[Print Application Checklist](#) [Print Affidavit*](#) [Print DBE Form*](#)

* This document is presented in Portable Document Format (PDF) and a PDF reader is required for viewing.
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< **Submit Final Application**

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Removable Disk (E:) Presentation2 CBE Pre-Application ... Sworn Affidavit Form ...

Sworn Affidavit Form - Windows Internet Explorer

http://dslbd.dc.gov/DC/DSLBD/Doing+Business+in+the+District/Certify+Your+Business/Sworn+Affidavit+Form

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Sworn Affidavit Form

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

SWORN AFFIDAVIT

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) that the statements made and documents submitted as part of the attached certification application, request for upgrade or joint venture application, with or without a bid or proposal request, to the Department of Small and Local Business Development ("Department") are true and correct and include all material information necessary:

1. To identify and explain the operations of the company;
2. To identify the ownership of the company; and, otherwise,
3. Establish the company's eligibility for certification under the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended D.C. Official Code § 2-218.01 *et seq.*

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) to report to the Department any change of the District principal office address, ownership or other change that may affect the eligibility of the Certified Business Enterprise ("CBE") immediately if an application for certification, request for upgrade or joint venture application is pending when said change occurs and within thirty (30) days of the date of any such change after becoming a CBE.

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) that the below list includes the chief executive officer and highest level managerial employees of (Business Enterprise Name) _____ and their respective titles and that (Business Enterprise Name) _____ shall report any change to the below list immediately if an application for certification, request for upgrade or joint venture application is pending when said change occurs and within thirty (30) days of the date of change after becoming a CBE.

_____ Name	_____ Title
_____ Name	_____ Title
_____ Name	_____ Title

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) the (Business Enterprise Name) _____ and each of the above listed chief executive officers and highest level managerial employees of (Business Enterprise Name) _____ have not been revoked, suspended or debarred by any governmental entity in any jurisdiction for any cause listed in rules and regulations and have not been convicted of the following in any federal or state jurisdiction (if for individuals as an adult):

- (a) A criminal offense incident to obtaining or attempting to obtain a public or private contract, or subcontract, or in the performance of the contract or subcontract;
- (b) Fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity; or
- (c) An offense under antitrust statutes arising out of the submission of bids or proposals.

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CBE Business Online [Help](#)

CBE Applications [Log Out Yolanda Roy](#)

Select the Start New Application button to certify or recertify your business, or to upgrade an existing certification. To view the status and details of any of the applications shown in the chart below, select **Details** in the View/Edit column.

Date Submitted	App Type	Status	Status Date	View/Edit	CBE#	Days Under Review
Not submitted	Certification	Data Entry	2/4/2011	Details...	Number not assigned	

You cannot start a new application because you currently have a pending one.
You cannot view your CBE information because your application has not been approved yet.

Start New Application View/Print Company Information

District News	Information Centers	Community	DC Government	Contact Us
Press Briefings & Schedules	72hours Emergency Planning	Citywide Calendar	Mayor's Office	Call 311
Statements & Releases	Business	Census	DC Agencies	Contact the Mayor
Subscribe to Emails	Consumer Protection	DC Jobs	DC Council	Contact Agency Directors
Subscribe to Text Alerts	Education	DC Procurement	Elected Officials	Send Feedback
Online Chats	Health	Green DC	District Appointees	Search Telephone Directory
DC Gov Social Networks	Social Services	DC One Card	CapStat	Submit Service Requests
DC Webcasts	Residents	Interagency on Homelessness	Courts	Make FOIA Requests
Government Closures	Visitors	Recovery.dc.gov	DC Laws	
			DC Statehood	

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4:37 PM Monday 2/14/2011

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Application Details Screen - Lemons for Life - Certification, Application Submitted

View the current status of your company's certification. To return to the list of all applications, select [Back to Application List](#).

Print Log Out Mickey Mouse

Application Data Checklist Status # of days Under Review:

Current Information	Current Status: Application Submitted	Status History
Company Name:	Lemons for Life	By Mouse, Mickey on 2/14/2011, status: Data Entry (initially created)
Approval Date:	Not assigned	By Mouse, Mickey on 2/14/2011, status: Application Submitted (submitted)
Expiration Date:	Not assigned	
CBE#:	Not assigned	
Application Type:	Certification	
Certification Specialist:	No specialist assigned	
Provisional CBE#:	Not assigned	
Back to Application List		Specialist Assignment History

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Company
Online Business Processing Log Out Yolanda Roy


District Enterprise Zone Finder

A variety of incentive programs are available to help District businesses obtain financing, reduce their costs, and compete for business opportunities with the District.

View Enterprise/Economic Development Zones

 **Enterprise Zone***

Enterprise Zones and Economic Development Zones are both areas in the District designated by law to provide special initiatives that stimulate economic growth and job development. Programs include taxable and tax-exempt revenue bonds to finance the acquisition, construction and renovation of a wide array of capital projects owned by private enterprises and nonprofit institutions; wage credits and additional expensing allowance; a zero federal capital-gains tax rate on certain investments; and tax-exempt bond financing. Businesses that are located within either of these zones and have received a "DZE" certification from DSLBD will also be eligible for two preference points and a two-percent price reduction for proposals and bids. Select an icon to the left to see the boundaries of either zone and print the maps to help you choose your business location. For more details, please see the [Deputy Mayor for Planning and Economic Development](#) website.

 **Economic Development Zones***

* This document is presented in Portable Document Format (PDF). A PDF reader is required for viewing.
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Enter an address to see if it is located in the District Enterprise Zone (EZ)
1808 9th Street, NW Search Examples: 441 4th Street NW, 421 Alabama Avenue SE

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Revised 2/4/2011

54

start

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CBE Business Online - Windows Internet Explorer

http://lsdbe.dslbd.dc.gov/public/ezl/Default.aspx?Fulladdress=1808%209TH%20STREET%20NW&pickerx=397899.96&pickery=138509.78

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CBE Business Online

CBE Business Online
Online Business Processing

District Enterprise Zone Finder


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Economic Development Zones*


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Enter an address to see if it is located in the District Enterprise Zone (EZ)

Examples: 441 4th Street NW, 421 Alabama Avenue SE

You are located in Enterprise and Empowerment Zone: 20 Plus % Poverty Level - Census Tract 45

★ 1808 9TH STREET NW
Enterprise Zone



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Certification Policy

- Applicants for certification must attend Pre-certification Workshop at e-BIC Center
- Processing a COMPLETE application normally takes 45 business days
- Applications must be submitted online **but** accompanying documents must be delivered to DSLBD office (e.g., good standing certificates, tax returns, copies of lease or deed, articles of incorporation and bylaws, business or trade licenses, etc.)
- CBE certification is valid for two years
- Companies must re-apply for recertification 90 days prior to expiration date
- Pass Word Reset- Email Yolanda Roy (Yolanda.Roy@dc.gov), include your current email address, name of your firm, and ask for your login and pass word to be reset.
- Companies must re-apply for recertification 45 days prior to their expiration date (but can start 90 days prior).
- Attendance to CBE Seminar is good for 12 months.

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DSLBD DC Department of Small & Local Business Development

Certification Division

Frequently Asked Questions:

1. Does the principal office have to be in D.C.? **Yes**
2. Do you certify satellite offices? **No**
3. Does the owner have to live in DC? **No**
4. Whose Office needs to be in DC? **Chief executive officer and highest level managerial employees maintain their offices and perform their managerial functions in the District**
5. Is everyone required to have a license to operate in D.C.? **Yes, each business must maintain a D.C. license or a Professional license. Some businesses are required to carry multiple licenses.**
6. Do we certify non-profit agencies? **No**
7. Do we grant reciprocity from other jurisdictions? **No**
8. Is the Pre-Certification seminar required? **Yes**
9. When is the next CBE Seminar? **Please refer to website – Training and Education section.**

Tips:

- Our database does not work well with Foxfire/Mozilla
- Can't remember Username/Password – email volanda.roy@dc.gov, include your firm's name and current email address.

Slide 1 of 1 Default Design English (U.S.)